

**5/17/95****SUBJ: ~~STAFFING GUIDE FOR AVIATION SAFETY INSPECTORS (MANUFACTURING)~~**

**1. PURPOSE.** This order presents the staffing guide for aviation safety inspectors (manufacturing) in the Aircraft Certification Service, the Aircraft Certification Service Directorate Manufacturing Inspection ~~Offices~~ **(MIO's)**, and all Manufacturing Inspection District Offices **(MIDO's)**. This order establishes the Staffing Standards Review Committee.

**2. DISTRIBUTION.** This order is distributed to the director level in the ~~Offices of Aviation~~ Policy and Plans, Financial Services, and Human Resource Development; the branch level in the ~~Aircraft~~ Certification Service; the Aircraft Certification Service Directorate Manufacturing Inspection ~~Offices~~; and a standard distribution to the Manufacturing Inspection District Offices.

**3. CANCELLATION.** Order ~~1380.49~~, **Staffing Guide - Aviation Safety Inspectors (Manufacturing)**, dated December 9, 1987, is canceled.

**4. BACKGROUND.**

a. The Aircraft Certification Service and the ~~Office~~ of Management Systems initiated an effort in March 1992 to revise and update the **staffing** standards for non-supervisory aviation safety inspectors (manufacturing) working in the Aircraft Certification Service, the Aircraft Certification Directorate Manufacturing Inspection Offices, and Manufacturing Inspection District ~~Offices~~. This effort was undertaken to:

(1) Improve the organization's position in developing and justifying budget requests for **staffing**.

(2) ~~Revise~~ and **revalidate** current measures applicable to the ~~work~~ performed by aviation safety inspectors (manufacturing).

(3) Comply with FAA policy as stated in Order ~~1380.34A~~, **FAA Staffing** Standards Program, to establish **staffing** standards following the definition of essential work functions.

(4) Meet the requirements of Order **1800.56**, Administration of Aviation Standards Activities - Program Guidelines.

b. This order presents the **staffing** standards developed by the Aircraft Certification Service (AIR) contained in ~~the Staffing~~ Standards for Aviation Safety Inspectors (Manufacturing) Final Report, dated August 1993, covering work performed by non-supervisory aviation safety inspectors **(ASIs)** in the Aircraft Certification Service.

**5. EXPLANATION OF CHANGES.** This revision:

- a. Reflects changes prescribed by the Staffing Standards Review Committee.
- b. Contains updated and current information.
- c. Includes information on forms, reports, and the Staffing Standards/MIDAS Interface.
- d. Defines the responsibilities of offices such as the ~~Office~~ of Financial Services and the Aircraft Certification Service.'
- e. Changes the appendices to reflect completely new staffing guidelines. Appendix 1, Staffing Guide for Aviation Safety Inspectors (Manufacturing), addresses the major aviation safety inspection functions of Continued Operational Safety, Regulatory Policy Development, and Certifications, Approvals, and Appointments. The staffing guide also shows whether each work measure is applied to the Manufacturing Inspection District **Offices (MIDO)**, Manufacturing Inspection **Office (MIO)**, or Headquarters **(HQ) offices**. Appendix 2, Sample Work Products and Staff Hours Report, provides information to show how the staffing guide should be used.
- f. Defines indirect work allowance. A table is provided to show ~~the~~ categories of indirect allowance such as leave and training, a definition of each allowance, and the percentage allowed for each category.

**6. DEFINITIONS.** All definitions required ~~for~~ application of the staffing standards are included in Appendix 1, **Staffing** Standards for Aviation Safety Inspectors (Manufacturing).

**7. FORMS AND REPORTS.**

a. All AIR divisions and **MIO's**, will submit a completed ~~Work Products~~ and Staff Hours Report, on a quarterly basis to the Aircraft Certification Service, Planning and Program Management Division (**AIR-500**). **MIDO** reports will be submitted to the directorate **MIO**, who will consolidate the reports and forward the directorate report to **AIR-500** for review and appropriate consolidation. All reports must be received by **AIR-500** no later than **15** work days after the completion of each quarter. A sample of a typical report is included in Appendix 2 as figure 1, Sample Completed Work Products and Staff Hours Report.

b. All AIR divisions and **MIO's**, will submit a Staffing Requirements Report, on an annual basis to the Aircraft Certification Service, Planning and Program Management Division (**AIR-500**). **MIDO** reports will be submitted to the directorate **MIO**, who will consolidate the reports and forward the directorate report to **AIR-500** for review and appropriate consolidation. All reports must be received by **AIR-500** no later than **20** work days after the completion of each fiscal year. A sample of a typical report is included in Appendix 2 as figure 2, Sample Staffing Requirements Report.

**8. STAFFING STANDARDS/MIDAS INTERFACE.** Completed work product and work hour reporting codes associated with each direct work measure in the staffing standards collectively represent a subset of the data element codes included in the Manufacturing Inspection Data Analysis System (MIDAS). MIDAS will replace the Manufacturing Inspection Management Information System (MIMIS), and encompass the staffing standards covered by this order as well as additional management reporting and environmental data elements.

**9. DESCRIPTION OF STAFFING GUIDELINES.** Staffing guides and standards are designed to express the staffing requirements of an organization or function in terms of hours or work years of employee effort. Presented in the form of mathematical models, equations, or compilations of task activity times, staffing guides and standards are based on specific work measures of the activity or output expected of trained, experienced personnel operating at an appropriate pace. Workload figures derived by application of these direct work measures are combined with allowances or factors to account for leave, training, and other overhead activities. The indirect work allowances are shown in figure 3, Appendix 2. The resulting figure represents total organizational workload, which is then divided by a standard employee work year (i.e., 2087 hours) to yield total staffing requirements.

**10. SCOPE.** The staffing standards are organized around the three major mission areas included in the Aircraft Certification Regulatory Program (ACRP): continued operational safety; regulatory policy development; and certifications, approvals, and appointments. The standards address two broad categories of effort, direct and indirect work activities, and include direct work measures and time standards along with worksheets for reporting staff hours devoted to rulemaking projects and other special or one-time activities. An in-depth description of the standards's structure and content is provided in the Final Report on the staffing standards development project.

## **11. METHODOLOGY.**

a. The methodology employed in developing the staffing standards was structured around two key elements: a phased approach to build and validate each component of the standards, and reliance on the Staffing Guide Review Committee to assist in generating required information and, providing ongoing quality assessment.

b. The following three information components collectively provided the basis for both the initial design and final composition of the staffing standards:

**(1) Preliminary Data Sources.** The initial design of the staffing standards and much of the basic workload information contained in its draft and final versions were derived from a number of preexisting sources of data concerning AIR and ACRP activities and projects. These sources included:

(a) The AIR Job Task Analysis (JTA), a comprehensive 10 volume inventory of the products generated and the tasks and procedures performed under the ACRP.

(b) Service and workload indicators previously developed to capture and define AIR responsibilities, both in broad as well as specific terms.

(c) Field visits to each of the four Directorate **MIO's**, a cross section of **MIDO's**, and meetings with **AIR-200** staff to discuss workload definition and time requirement issues.

(d) Current year and historical AIR workload data from the Manufacturing Inspection Management Information System (**MIMIS**), providing actual completion items for various **ACRP** products and activities.

(2) **Staffing Guide Review Committee Input.** A Staffing Guide Review Committee of eight managers representing the **MIDO**, **MIO**, and **HQ** organizational elements played a critical role in all phases of the **staffing** standards development process. Staffing Guide Review Committee members provided feedback regarding the initial design of the standards, generated additional information and data sources, revised and validated the standards through each project phase, served as project focal point in their respective organizations, and facilitated and coordinated a nationwide field test of the staffing standards.

(3) **Test and Evaluation Activities.** The AIR staffing standards development process included two formal tests: a pilot test of the preliminary version of the standards, and a full field test of a revised version of the standards which reflected both the **results** of the pilot test and additional modifications made by the **Staffing Guide Review Committee**.

c. Development of the standards was completed over a **14** month period through several phases: preliminary design, final design, initial draft, revised **draft**, and final version. Additional activities completed prior to the effective date of this order include creation of an automated job aid to assist users of the standards in recording and tracking workload data, and development and delivery of an orientation and training seminar to familiarize **MIDO**, **MIO**, and headquarters managers and administrative staff with the standards' purpose and application. An in-depth description of the methodology employed to develop the standards is provided in the Final Report on the staffing standards development project.

d. The Staffing Guide Review Committee will continue to review and revise the **staffing** standards as necessary to meet new or changing organizational requirements. Paragraph **13** provides a complete description of the committee's specific responsibilities in this regard.

**12. APPLICABILITY.** The staffing standards contained in appendix **1** apply to non-supervisory aviation safety inspectors (manufacturing) at the AIR Division; Directorate **MIO**, and **MIDO** levels. Work performed by supervisory aviation safety inspectors, administrative support staff, and **technical/clinical** personnel is not addressed by these **staffing** standards.

### 13. USE OF STAFFING STANDARDS.

a. The work measures and time standards included in this order shall be applied to calculate Aircraft Certification Service staffing requirements for use in the formulation and justification of annual budget requests. Staffing requirements will be determined by application of the work measures and time standards both to record completed work for the current year and to project out year workload based on historical trends and anticipated changes in organizational activities (industry driven demand activities). Required staffing levels derived through this procedure will form the basis for total non-supervisory aviation safety inspector (manufacturing) staffing figures included in the agency's budget request to the **Office** of the Secretary of Transportation, the Office of Management and Budget, and the Congress.

b. Workload and staffing level information developed through use of the staffing standards will also be a basis for Aircraft Certification Service strategic planning, policy development, and human resource management processes. Additional applications of staffing standards information may include employee workload allocation and scheduling, non-personal service budget development (e.g., equipment, **office** space), and organizational or functional realignments.

c. While required staffing levels derived through application of the staffing standards will provide the basis for formulating agency budget requests for **staffing**, ultimate approval and authorization of organizational **staffing** levels will be dependent on determinations made by the Secretary of Transportation, the **Office** of Management and Budget, and the Congress.

**14. RESPONSIBILITIES.** This order assigns continuing responsibilities for the application, maintenance, and revision of the **Staffing** Standards for Aviation Safety Inspectors (Manufacturing).

a. **Manufacturing Inspection District** Offices are responsible for:

(1) Establishing internal procedures for collecting individual work product and staff hour data biweekly, and for aggregating such data at the **office** level at least monthly.

(2) Submitting Completed Work Product and Staff Hour Reports on a quarterly basis through the appropriate Directorate **MIO** to **AIR-500** for review and consolidation.

(3) Submitting **Staffing** Requirements **Reports** on an annual basis through the appropriate Directorate **MIO** to **AIR-500** for review and consolidation.

(4) Developing out year workload projections for inclusion in annual Staffing Requirements Reports based on such things as known future projects, pending regulatory changes or mandates, new programs or customer requirements, or trend analysis of past workload activities using formal statistical methods.

(5) Identifying and reporting to **AIR-500** through the appropriate Directorate **MIO** any problems encountered in applying the staffing standards, or anticipated changes in workload activities with potential impact on the validity or relevance of the standards.

**b. Aircraft Certification Directorate Manufacturing Inspection Offices are responsible for:**

- (1) Establishing internal procedures for collecting individual work product and staff hour data biweekly, and for aggregating such data at the office level at least monthly.
- (2) Establishing Directorate-wide policies, procedures and deadlines for collecting quarterly Completed Work Product and Staff Hour Reports and annual Staffing Requirements Reports from MIDO's under their jurisdiction.
- (3) Submitting a consolidated MIO and MIDO Completed Work Product and Staff Hour Reports on a quarterly basis to AIR-500 for review and final consolidation no later than 15 work days after completion of each quarter.
- (4) Submitting a consolidated MIO and MIDO Staffing Requirements Reports on an annual basis to AIR-500 for review and final consolidation no later than 20 work days after the completion of each fiscal year.
- (5) Developing out year workload projections for inclusion in annual Staffing Requirements Reports based on such things as known future projects, pending regulatory changes or mandates, new programs or customer requirements, or trend analysis of past workload activities using formal statistical methods.
- (6) Identifying and reporting to AIR-500 any problems encountered in applying the staffing standards, or anticipated changes in workload activities with potential impact on the validity or relevance of the standards.

**c. Aircraft Certification Service Divisions (AIR-200 and AIR-300).** The responsibilities of the specified divisions which employ non-supervisory aviation safety inspectors (manufacturing) include:

- (1) Establishing internal procedures for collecting individual work product and staff hour data biweekly, and for aggregating such data at the division level at least monthly.
- (2) Submitting Completed Work Product and Staff Hour Reports on a quarterly basis directly to AIR-500 for review and consolidation.
- (3) Submitting Staffing Requirements Reports on an annual basis directly to AIR-500 for review and consolidation.
- (4) Developing out year workload projections for inclusion in annual Staffing Requirements Reports based on such things as known future projects, pending regulatory changes or mandates, new programs or customer requirements, or trend analysis of past workload activities using formal statistical methods.

(5) Identifying and reporting directly to **AIR-500** any problems encountered in applying the staffing standards, or anticipated changes in workload activities with potential impact on the validity or relevance of the standards.

**d. Aircraft Certification Service.** Within AIR, the responsibilities of the Planning and Program Management Division (**AIR-500**) include:

(1) Establishing Aircraft Certification Service-wide procedures and deadlines for collecting quarterly Completed Work Product and Staff Hour Reports and annual Staffing Requirements Reports from Directorate **MIO's** and Washington headquarters divisions.

(2) Developing and maintaining under the MIDAS program automation resources and documentation to facilitate collection and reporting of workload information at the **MIDO and MIO** levels.

(3) Reviewing and consolidating all Completed Work Product and Staff Hour Reports submitted on a quarterly basis, conducting a quality audit of workload figures and staff hour totals, and conferring as required with reporting managers regarding problems or discrepancies identified.

(4) Reviewing and consolidating all **Staffing** Requirements Reports submitted on an annual basis, conducting a quality audit of workload figures, staff hour totals, and out year projections, and conferring as required with reporting managers regarding problems or discrepancies identified.

(5) Calculating total current and out year Aircraft Certification Service staffing requirements for non-supervisory aviation safety inspectors (manufacturing) based on aggregation of annual Staffing Requirements Reports submitted by **MIDO's, MIO's**, and headquarters divisions. Aggregation to be completed within **60** calendar days **after** the end of the fiscal year.

(6) Preparing and submitting organizational staffing requests to the **Office** of Financial Services based on workforce requirements identified through application of the standards.

(7) Facilitating and coordinating the activities of the **Staffing** Standards Review Committee, including evaluation of proposed or anticipated changes in policy, procedures, or organization which may affect the validity of the standards and **identifying** the need for review committee evaluation and consideration of such changes or related issues.

(8) Evaluating, in conjunction with the Office of Business Information and Consultation the continuing validity of the standards as indicated by requests for deviations **from** the standards and by comparison of on-board and authorized strength and staffing levels calculated by application of the standards.

(9) Defining, in conjunction with the Office of Business Information and Consultation the need for refinement and validation studies to maintain and improve the integrity of the standards.

(10) Participating with the Office of Business Information and Consultation in establishing methods, schedules, and conducting studies to refine and/or validate the staffing standards.

e. **The Office of Business Information and Consultation** is responsible for:

(1) Evaluating, in conjunction with the Aircraft Certification Service, the continuing validity of the standards as indicated by requests for deviations from the standards and by comparison of on-board and authorized strength and staffing levels calculated by application of the standards.

(2) Evaluating, in conjunction with the Aircraft Certification Service, the impact on the staffing standards of changes in policy, procedures, equipment, or organization, which may affect the validity of the standards.

(3) ~~Defining~~, in conjunction with the Aircraft Certification Service, the need for refinement and validation studies to maintain and improve the integrity of the standards.

(4) Participating with the **Aircraft** Certification Service in establishing methods, schedules, and conducting studies to refine and/or validate the staffing standards.

(5) Assisting the Aircraft Certification Service as required in the collection of accurate workload information and the ongoing application of the **staffing** standards.

f. **The Office of Financial Services** is responsible for ensuring that the staffing standards are integrated with, and used in, the budget process and for participating in the coordination of proposed modifications resulting from studies to refine and/or validate the staffing standards.

g. **The Office of Human Resource Management:** †

(1) Participates in the review and coordination of proposed modifications to the **staffing** standards when the proposed revision has a major impact on personnel programs.

(2) Provides labor relations staff advice, upon request, during the coordination of proposed modifications to the staffing standards to ensure that such modifications are acceptable from an employee relations standpoint.



**15. STAFFING GUIDE REVIEW COMMITTEE.**

a. The Staffing Guide Review Committee which consists of eight managers representing the ~~MIDO~~. ~~MIO~~, and Washington headquarters organizational elements responsible for:

(1) Convening annually for the first three years following initial implementation of the staffing standards, and at least biennially thereafter, for the purpose of

(a) Reviewing workload reporting and standards application results for the prior year(s) to assess organizational impacts and identify issues.

(b) Adding new ~~work measures~~ to the staffing standards as required, based on new programs, new customers, updated training requirements, or rulemaking mandates.

(c) Revising or redefining existing work measures and time ~~standards, as~~ dictated by changes in customer requirements, technology, or the AIR organization.

(d) Eliminating or combining seldom used or limited impact work measures, in the interest of continually simplifying and consolidating the standards.

(2) Assisting ~~AIR-500~~ on a continuing basis in the assessment and resolution of specific workload reporting and standards application problems or issues arising in individual committee members' organizational areas of responsibility.

(3) Providing ~~orientation~~, training, and ongoing guidance and assistance to current and new managers in the application of the staffing standards.

(4) Convening on an "as needed" basis in addition to regularly scheduled meetings to consider major issues, changes, or special circumstances or occurrences with potential for significant impact on the ~~staffing~~ standards, as determined by ~~AIR-500~~.

b. The ~~Aircraft~~ Certification Service provides administrative support to the committee to include formulating the agenda for the meetings, notifying all members of the meetings, and taking minutes of each meeting.

**16. AUTHORITY TO CHANGE THIS ORDER.** Changes to 'appendices to this order will be approved in accordance with the provisions of Order ~~1380.344~~, Staffing Standards Program. Changes to the appendixes to this order may be issued by the Director of Business Information and Consultation following appropriate coordination and review.



Dale E. McDaniel  
Acting Associate Administrator for Administration



**STAFFING GUIDE FOR AVIATION SAFETY INSPECTORS (MANUFACTURING)****A. CONTINUED OPERATIONAL SAFETY**

WORK MEASURES	MIMIS Code	Work Measure			Time Standard (hours)
		AP	MIO	HP	
<b>PRODUCTION APPROVAL SUPERVISION</b>					
Production <b>Certificate/APIIS</b> Authorization Holders Supervised	<b>516</b>	.			cat 1 - 8 cat 2 - 10 cat 3 - 150
Technical <b>Standard</b> Order Approval Holders Supervised	<b>542</b>	.			cat 1 - 3 cat 2 - 10 cat 3 - 32
Parts Manufacturer <b>Approval Holders</b> Supervised	<b>540</b>	.			cat 1 - 3 cat 2 - 9 cat 3 - 32
Priority Suppliers Supervised	<b>531</b>	.			cat 1 - 2 cat 2 - 8 cat 3 - 48
<b>EVALUATIONS</b>					
<b>ACSEP</b> Evaluations Conducted	<b>600</b>	.	.	.	cat 1 - 32 cat 2 - 60 cat 3 - 100
Principal <b>Inspector</b> Evaluations Conducted	<b>603</b>	.			6
<b>SERVICE DIFFICULTIES</b>					
Service <b>Difficulties</b> Investigated	<b>803</b>	.			32
Accident/Incident <b>Investigations Supported</b>	<b>820</b>	.	.		24
Responses to <b>NTSB Recommendations</b> Prepared	<b>819</b>		.	.	10
Responses to <b>NTSB Recommendations</b> Reviewed	<b>859</b>		.	.	12
<b>ENFORCEMENT</b>					
<b>Administrative Actions</b> Prepared	<b>800</b>	.			32
Civil Penalty Actions Prepared	<b>801</b>	.			64
<b>Administrative Actions Completed</b>	<b>808</b>		.		8
Civil Penalty Actions Completed	<b>809</b>		.		16

WORK MEASURES	HIMIS Code	Work Measure Applies To . . .			Time Standard (hours)
DESIGNEE SUPERVISION					
<del>DMIRs</del> Supervised	<del>813</del>	<del>✓</del>	<del>—</del>	<del>—</del>	<del>12</del>
<del>DARs</del> Supervised	<del>844</del>	<del>•</del>			16
<del>ODARs</del> Supervised	<del>860</del>	<del>•</del>			20
OTHER ACTIVITIES					
Responses to External Inquiries <del>Completed</del>	<del>826</del>	<del>•</del>	<del>•</del>	<del>•</del>	8
<del>NASIP</del> Inspections Supported	<del>616</del>	<del>•</del>	<del>•</del>		60
<del>Suspected Unapproved</del> Parts Reports Investigated	<del>867</del>	<del>•</del>	<del>•</del>		60
Hotline Reports Investigated	<del>868</del>	<del>•</del>	<del>•</del>	<del>•</del>	60

## A. CONTINUED OPERATION= SAFETY

## Definitions of Work Measures

Production Approval Supervision

**Production Certificate/APIs Authorization Holders Supervised** - Count the number of active PC or API holders supervised by your office during the fiscal year (i.e., QC changes, facility changes, technical assistance, updating supplier lists, PI/company meetings, flight test coordination, SD and corrective action review, PI ACSEP support)..

Indicator of completed work: Annual update/renewal of form 8120-2..

- Category 1 - Supervision time of 1 to 16 hours per year
- Category 2 - Supervision time of 17 to 80 hours per year
- Category 3 - Supervision time of 81 to 300 hours per year

**Technical Standard Order Approval Holders Supervised** - Count the number of active TSOAs supervised by your office during the fiscal year (i.e., QC changes, facility changes, technical assistance, updating supplier lists, PI/company meetings, SD and corrective action review, PI ACSEP support)..

Indicator of completed work: Annual update/renewal of form 8120-2..

- Category 1 - Supervision time of 1 to 4 hours per year
- Category 2 - Supervision time of 5 to 16 hours per year
- Category 3 - Supervision time of 17 to 80 hours per year

**Parts Manufacturer Approval Holders Supervised** - Count the number of active PMAs supervised by your office during the fiscal year (i.e., QC changes, facility changes, technical assistance, updating supplier lists, PI/company meetings, SD and corrective action review, PI ACSEP support)..

Indicator of completed work: Annual update/renewal of form 8120-2..

- Category 1 - Supervision time of 1 to 4 hours per year
- Category 2 - Supervision time of 5 to 16 hours per year
- Category 3 - Supervision time of 17 to 80 hours per year

**Priority Suppliers Supervised** - Count the number of active priority suppliers supervised by your office during the fiscal year (i.e., QC changes, facility changes, technical assistance, PI/company meetings, SD and corrective action review, PI ACSEP support)..

Indicator of completed work: Annual update/renewal of form 8120-1..

- Category 1 - Supervision time of 1 to 4 hours per year
- Category 2 - Supervision time of 5 to 16 hours per year
- Category 3 - Supervision time of 17 to 80 hours per year

## A. CONTINUED OPERATIONAL SAFETY

### Evaluations

**ACSEP Evaluations Conducted** - Count the number of ACSEP evaluations of certificate holders and authorized facilities conducted during the fiscal year (each inspector participating counts as one item)..

Indicator of completed work: Submission of ACSEP report to AIR-300..

- Category 1 - Completion time of 1 to 40 hours
- Category 2 - Completion time of 41 to 80 hours
- Category 3 - Completion time of 81 to 150 hours

**Principal Inspector Evaluations Conducted** - When conducting an evaluation at a PAR with more than one approval, i.e.. PC/PMA, PMA/TSO, PMA/SUP, the count will be one for each approval. Percentages will be recorded based on demand, e.g.. 75% PC, 25% PMA.

### Service Difficulties

**Service Difficulties Investigated** - Count the number of Service Difficulty Reports (SDR) that resulted in an investigation, analysis, and follow-up action (each inspector participating counts as one item)..

Indicator of completed work: Final documentation of the SDR investigation (memo, printed form)..

**Accident/Incident Investigations Supported** - Count the number of investigations of accidents/incidents supported by your office during the fiscal year (each inspector participating counts as one item)..

Indicator of completed work: Final documentation from the investigation work group..

**Responses to NTSB Recommendations Prepared** - Count the number of responses to NTSB recommendations prepared by your office during the fiscal year..

Indicator of completed work: Submission of proposed final response for review..

**Responses to NTSB Recommendations Reviewed** - Count the number of responses to NTSB recommendations reviewed by your office during the fiscal year..

Indicator of completed work: Issuance of proposed final response to AAI (FAA Headquarters).

**A. CONTINUED OPERATIONAL SAFETY****Enforcement**

**Administrative Actions Prepared** - Count the number of administrative enforcement actions ((including no action recommendations)) prepared by your office during the fiscal year.  
Indicator of completed work: Preparation of an enforcement investigation report (EIR)..

**Civil Penalty Actions Prepared** - Count the number of civil penalty enforcement actions prepared by your office during the fiscal year.  
Indicator of completed work: Preparation of an enforcement investigation report (EIR)..

**Administrative Actions Completed** - Count the number of administrative enforcement actions completed by your office during the fiscal year.  
Indicator of completed work: Entry of case information into EIS and division databases.

**Civil Penalty Actions Completed** - Count the number of civil penalty enforcement actions completed by your office during the fiscal year.  
Indicator of completed work: Forwarding of the case file to regional counsel for legal action.

**Designee Supervision**

**DMIRs Supervised** - Count the number of DMIRs supervised by your office during the fiscal year ((e.g., guidance, direction, review of type and airworthiness work, annual certification)).  
Indicator of completed work: Issuance of a DMIR renewal.

**DARs Supervised** - Count the number of DARs supervised by your office during the fiscal year ((e.g., approval/coordination of activities, guidance, review of type and airworthiness work, annual certification)).  
Indicator of completed work: Issuance of a DAR renewal..

**ODARs Supervised** - Count the number of ODARs supervised by your office during the fiscal year ((e.g., approval/coordination of activities, change in limitations, additional facility functions, guidance, review of type and airworthiness work, annual certification)).  
Indicator of completed work: Issuance of an ODAR renewal..

**A. CONTINUED OPERATIONAL SAFETY**

Other Activities

Responses to External Inquiries Completed - Count the number of formal written responses to external inquiries (e.g., FOIA technical evaluations; public, Congressional, or ICAA inquiries or any inquiry outside your immediate office) completed by your office during the fiscal year..

Indicator of completed work: Issuance of a formal written response..

~~NASIP Inspections~~ Supported - Count the number of NASIP inspections supported by your office during the fiscal year (each inspector participating counts as one item)..

Indicator of completed work: Documentation of inspection results.

Suspected Unapproved Parts Reports Investigated - Count the number of suspected unapproved parts reports investigated by your office during the fiscal year..

Indicator of completed work: Submission of formal written report to AIR-300..

Hotline Reports Investigated\* - Count the number of FAA hotline reports investigated by your office during the fiscal year..

Indicator of completed work: Submission of formal written report to AFS regional hotline coordinator..

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Although many hotline reports involve suspected unapproved parts (SUP) issues, only one workload item should be counted for each report investigated, i.e., a SUP investigation which originated as a hotline report should be counted as one SUP investigation completed.



## B. REGULATORY POLICY DEVELOPMENT

WORK MEASURES	MIMIS Code	Work Measure Applies To . . .			Time Standard (hours)
		MIDO	MIO	HQ	
<b>REGULATIONS DEVELOPMENT</b>					
<b>Exemptions</b> Granted or Denied	902			•	55
Petitions for Rulemaking Evaluated	903			•	120
Draft Regulations Reviewed	904	•	•		16
<b>POLICY DEVELOPMENT</b>					
Advisory Circulars Issued	905 906			•	short - 200 long - 320
FAA Orders Issued	907 908			•	short - 200 long - 320
Notices Issued	909			•	90
Draft Policy Documents Reviewed	910			•	16
Policy Development Team Supported	911				80
<b>STANDARDIZATION</b>					
<b>Procedural/Technical</b> Guidance Issued	912		•	•	8
<b>International Standardization</b> Meetings Attended	913		•	•	120
International Regulatory <b>Proposals</b> Evaluated	914		•	•	80
<b>Bilateral</b> Assessments Conducted	915	•	•	•	120
International Training Sessions Conducted	916	•	•	•	80
Bilateral <b>Procedures</b> Reviewed	917		•	•	80
Working Procedures Negotiated	918	•	•		60
Aircraft Certification Standardization Workshops Attended	919	•	•	•	32
<b>Intradirectorate Meetings</b> (standardization purposes) Attended	920	•	•		8

## B. REGULATORY POLICY DEVELOPMENT

### Definitions of Work Measures

#### Regulations Development

~~Exemptions~~ Granted or Denied - Count the number of exemptions to a FAR granted or denied by your office during the fiscal year..

Indicator of completed work: Formal documentation of the grant or denial..

~~Petitions~~ for Rulemaking Evaluated - Count the number of petitions for rulemaking evaluated (~~granted or denied~~) by your office during the fiscal year..

Indicator of completed work: Establishment of a rulemaking project or documentation of a denial of the petition.

Draft Regulations Reviewed - Count the number of draft regulatory issuances from AIR-200 (i.e., parts 21,, 45,, 183) reviewed by your office during the fiscal year...

Indicator of completed work: Submission of a formal written response to the request for review/~~comment~~...

#### Policy Development

Advisory Circulars Issued - Count the number of advisory circulars (~~new, revised, changed~~) developed and issued by your office during the fiscal year..

Indicator of completed work: Issuance of a final AC..

FAA Orders Issued - Count the number of FAA orders (~~new, revised, changed~~) developed and issued by your office during the fiscal year..

Indicator of completed work: Issuance of a final order..

Notices Issued - Count the number of notices developed and issued by your office during the fiscal year..

Indicator of completed work: Issuance of a final notice..

Draft Policy Documents Reviewed - Count the number of draft policy documents (~~new/revised ACs, orders, notices~~) reviewed by your office during the fiscal year..

Indicator of completed work: Submission of a formal written response to the request for review/~~comment~~..

**B.. REGULATORY POLICY DEVELOPMENT****Policy Development** ((continued))

**Policy Development Teams Supported** - Count the number of policy development teams supported by your office during the fiscal year ((each inspector participating counts as one item))..

**Indicator of completed work:** Issuance of the final policy document ((new/revised ACs,, orders,, notices))..

**Standardization.**

**Procedural/Technical Guidance Issued** - Count the number of written responses to requests for procedural/technical guidance issued by your office during the fiscal year..

**Indicator of completed work:** Issuance of a formal written guidance document ((e.g., MIO guidance letters, office procedures))..

**International Standardization Meetings Attended** - Count the number of meetings with ICAAs attended during the fiscal year for the purpose of standardizing regulations ((harmonization)), review of policy proposals and guidance ((each inspector participating counts as one item))..

**Indicator of completed work:** Documentation of meeting results..

**International Regulatory Proposals Evaluated** - Count the number of regulatory proposals from ICAAs evaluated by your office during the fiscal year..

**Indicator of completed work:** Formal written response to the ICAA..

**Bilateral Assessments Conducted** - Count the number of assessments of ICAAs in advance of a bilateral agreement concluded by your office during the fiscal year ((each inspector participating counts as one item))..

**Indicator of completed work:** Submission of an assessment report..

**International Training Sessions Conducted** - Count the number of formal training sessions developed and conducted for ICAA personnel by your office during the fiscal year..

**Indicator of completed work:** Submission of a report on training conducted to AIR-4 or AIA..

**Bilateral Procedures Reviewed** - Count the number of bilateral procedures,, i.e. BASA implementing procedures,, and ICAO Agreements reviewed by your office during the fiscal year.

**Indicator of completed work:** Submission of a formal written response to the request for review/comment.

= B. REGULATORY POLICY DEVELOPMENT

Standardization (continued)

Working Procedures, Negotiated - Count the number of working procedures negotiated with ICAAs by your office during the fiscal year..

Indicator of completed work: Final working procedures.

Aircraft Certification Standardization Workshops Attended - Count the number of AIR standardization workshops attended during the fiscal year (each inspector participating counts as one item)...

Indicator of completed work: Documentation of meeting results..

**Intradirectorate** Meetings (standardization purpose;) Attended - Count the number of intradirectorate meetings for standardization purposes attended during the fiscal year (each inspector participating counts as one item)..

Indicator of completed work: Documentation of meeting results..

## C. CERTIFICATIONS, APPROVALS, APPOINTMENTS

WORK MEASURES	MIMIS Code	Work Measure Applies To			Time Standard (hours)
		MDO	MID	HQ	
<b>PRODUCTION APPROVALS</b>					
Original Production Certificate/AFIS Applicants Evaluated	634	•			300
Original Technical Standard Order Authorization Applicants Evaluated	635	•			32
Original Parts Manufacturer Approvals Issued	636	•			24
Amended/Revised Production Approvals Issued	639 638 637	•			cat 1 - 4 cat 2 - 12 cat 3 - 32
<b>DESIGN APPROVALS</b>					
Type Inspection Reports Completed	110	•			60
Supplemental Type Inspection Reports Completed	210	•			24
Conformity. Inspection Requests Completed	215	8			cat 1 - 4 cat 2 - 16
<b>AIRWORTHINESS CERTIFICATION</b>					
Standard Airworthiness Certificates Issued	704	•			20
Special Airworthiness Certificates Issued	711 thru 715 719 720 739	•			8
Special Flight Authorizations Issued	722	•			4
Export Airworthiness Approvals Issued	706 710	•			class I - 12 class II - 4
<b>APPOINTMENT OF REPRESENTATIVES OF THE ADMINISTRATOR</b>					
DMIRs Evaluated for Appointment/Revocation	812	•			10
DARs Evaluated for Appointment/Revocation	845	•			8
COARs Evaluated for Appointment/Revocation	836	•	•		16
CAS Appointments Supported	870	•			64

## **6.- CERTIFICATIONS, APPROVALS, APPLICANTS**

### **Definitions of Work Measures**

#### **Production Approvals**

Original Production **Certificate/APIS Applicants Evaluated**<sup>1</sup> - Count the number of original production certificate or APIS applicants and quality control manuals evaluated by your office during the fiscal year (includes MMF as applicable)..

**Indicator of completed work:** Issuance of a PC or APIS.

Original Technical Standard 'Order Authorization **Applicants Evaluated** - Count the number of original TSOA applicants and quality control manuals evaluated by your office during the fiscal year (includes MMF as applicable)..

**Indicator of completed work:** Issuance of approval letter to ACO..

Original Parts **Manufacturer Approvals Issued**<sup>2</sup> - Count the number of original PMAs, exclusive of "fast track" approvals, issued by your office during the fiscal year (includes MMF as applicable)..

**Indicator of completed work:** Issuance of a PMA..

Amended/Revised **Production Approvals Issued** - Count the number of amendments or revisions to current production approvals issued by your office during the fiscal year..

**Indicator of completed work:** Issuance of an amended/revised production approval..

- **Category 1** - PMA supplement..
- **Category 2** - New TSOA or PMA product line..
- **Category 3** - PLR change..

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<sup>1</sup> PC extensions and facility additions should also be counted against this work measure.

<sup>2</sup> ~~Conformity inspections~~ completed in support of original design approval should be counted separately as **CIRS completed**.

## C.. CERTIFICATIONS, APPROVALS, APPOINTMENTS

Design Approvals<sup>3</sup>

Type Inspection Reports Completed - Count the number of type inspection reports completed by your office during the fiscal year (includes conformities, special process evaluation, teardown inspection, F&R program, project meetings, final TIR completion)..  
Indicator of completed work: Issuance of the TIR.

Supplemental Type Inspection Reports Completed - Count the number of supplemental type inspection reports completed by your office during the fiscal year (includes conformities, special process evaluation, teardown inspection, F&R program, project meetings, final STIR completion)..  
Indicator of completed work: Issuance of the STIR.

Conformity Inspection Requests Completed - Count the number of requests for conformity inspections from other organizations completed by your office during the fiscal year..  
Indicator of completed work: Submission of a CIR to the requestor..

- Category 1 - Completion time of 1 to 8 hours
- Category 2 - Completion time of 9 to 40 hours

Airworthiness Certification<sup>4</sup>

Standard Airworthiness Certificates Issued - Count the number of standard airworthiness certificates issued by your office during the fiscal year (includes TC-only)..  
Indicator of completed work: Issuance of a certificate..

Special **Airworthiness** Certificates Issued - Count the number of special airworthiness certificates issued by your office during the fiscal year (i.e., R&D, show compliance, restricted, limited, exhibition, amateur, flight permit, crew training/market survey)..  
Indicator of completed work: Issuance of a certificate.

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<sup>3</sup> ASI work products only; items completed by designees should not be reported.

<sup>4</sup> ASI work products only; items completed by designees should not be reported.

5/17/95

## **C.- CERTIFICATIONS, APPROVALS, APPOINTMENTS**

### **Airworthiness Certification (continued)**

**Special Flight Authorizations Issued** - Count the number of special flight authorizations (~~for foreign-registered aircraft~~) issued by your office during the fiscal year..

**Indicator of completed work:** Issuance of an authorization.

**Export Airworthiness Approvals Issued** - Count the number of export airworthiness approvals issued by your office during the fiscal year (~~includes TC-only~~)..

**Indicator of completed work:** Issuance of an approval..

### **Appointment of Representatives of the Administrator<sup>5</sup>**

**DMIRs Evaluated for Appointment/Revocation** - Count the number of DMIRs evaluated by your office for appointment or revocation during the fiscal year..

**Indicator of completed work:** Issuance or revocation of a DMIR certificate.

**DARs Evaluated for Appointment/Revocation** - Count the number of DARs evaluated by your office for appointment or revocation during the fiscal year..

**Indicator of completed work:** Issuance or revocation of a DAR certificate..

**ODARs Evaluated for Appointment/Revocation** - Count the number of ODARs evaluated by your office for appointment or revocation during the fiscal year..

**Indicator of completed work:** Issuance or revocation of an ODAR certificate..

**DAS Appointments Supported** - Count the number of DAS appointments supported by your office during the fiscal year..

**Indicator of completed work:** Appointment of a DAS..

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<sup>5</sup> while the Aircraft Certification Division is formally responsible for issuing DAR and ODAR certificates, inspectors at either the MIDO or MIO level may perform the evaluation work reflected by these measures. Only one workload item, however, should be reported for each designee action either the MIDO or MIO (but ~~not~~ both) may take credit for each appointment or revocation



**SAMPLE WORK PRODUCTS AND STAFF HOURS REPORT**

<u>Work Measure</u>	<u>T i e</u>	<u>Current Quarter</u>	
		<u>Completed</u>	<u>Staffing Requirements</u>
	<u>Standard</u>	<u>Work Products (Hi-s)</u>	
<u><b>Service Difficulties</b></u>			
Service Difficulties Investigated	32	1	32
<del>Accident/Incident</del> Investigations Supported	24		
Responses to <del>NTSB</del> Recommendations Prepared	40		
Responses to <del>NTSB Recommendations</del> Reviewed	12		
<u><b>Enforcement</b></u>			
Administrative Actions Prepared	32	6	192
Civil Penalty Actions Prepared	64	1	64
Administrative Actions Completed	8		
Civil Penalty Actions Completed	16		
<u><b>Supervision and Renewal</b></u>			
<del>DMIRs</del> Supervised	12		
<del>DARs</del> Supervised	16		
<del>ODARs</del> Supervised	20		
<u><b>Other Activities</b></u>			
Responses to External Inquiries Completed	8	15	120
<del>NASIP</del> Inspections Supported	40		
Suspected Unapproved Parts Reports Investigated	40	2	80
Hotline Reports Investigated	40		
Service Area Total:			686

## SAMPLE WORK PRODUCTS AND STAFF HOURS REPORT

Service Area: Regulatory Policy Development

Work Measure	Time Standard	Current Quarter	
		Staffing	Completed Requirements
		Work Products	(Hrs)
<b><u>Regulations Development</u></b>			
Exemptions Granted or Denied	55		
Petitions for Rulemaking <b>Evaluated</b>	120		
Draft Regulations Reviewed	16	2	32
<b><u>P o l i c y Development</u></b>			
Advisory Circulars Issued			
§ short	200		
§ long	320		
FAA Orders Issued			
§ short	200		
§ long	320		
Notices Issued	90		
Draft <del>Policy</del> Documents Reviewed	16		
Policy Development Teams Supported	80	1	80
<b><u>Standardization</u></b>			
<del>Procedural/Technical</del> Guidance Issued	8		
International Standardization Meetings Attended	120		
International Regulatory Proposals Evaluated	80		
Bilateral Assessments Conducted	120		
International Training Sessions Conducted	80		
Bilateral Agreements Reviewed	40		
Working Procedures Negotiated	60	1	60
Aircraft Certification Standardization Workshops Attended	32		
<del>International</del> Meetings (standardization purposes) Attended	8	3	24
Page Total:			196
Rulemaking Projects Total:			
Service Area Total:			196

**SAMPLE WORK PRODUCTS AND STAFF HOURS REPORT****Rulemaking Projects:**

Instructions: Indicate in the left hand ~~column~~ the project title and control number for each **rulemaking** project worked on by members of your staff during the quarter. All projects to which your staff devoted work hours during the quarter should be ~~listed, regardless~~ of when they began or whether or not they were completed. List the relevant FAR section(s) for each project ~~in~~ the center column of the worksheet. In the right hand column report the total staff hours devoted to each project during the quarter, and also indicate the approximate number of work hours ~~remaining~~ for those rules which were not completed. Add the total staffing requirements ~~for~~ the quarter and enter the amount in the ~~totals~~ row at the bottom, and in the "Rulemaking Projects Total" row on page 3.

Project Title and PCN	<u>Current Quarter</u>	
	Staffing	Tie Remaining
	FAR Requirements on Project	
	Section(s) (Hrs)	(Hrs)

A. Not Applicable

B.

.C.

D.

E.

**Rulemaking Projects** Total:

## SAMPLE WORK PRODUCTS AND STAFF HOURS REPORT

Service Area: Certifications, Approvals, Appointments

Work Measure	Time Standard	Current Quarter	
		Staffing Completed Requirements Work Products (Hrs)	
<b><u>Production Approvals</u></b>			
Original PC/APIS Applicants Evaluated	300		
Original TSOA Applicants Evaluated	32	1	32
Original Parts Manufacturer Approvals Issued	24	2	48
Amended/Revised Production Approvals Issued			
• Category 1	4	12	48
• Category 2	12	3	36
• Category 3	32	1	32
<b><u>Design Approvals</u></b>			
Type Inspection Reports Completed	60	1	60
Supplemental Type Inspection Reports Completed	24	4	96
Conformity Inspection Requests Completed			
• Category 1 - 1 to 8 hours	41	13	52
• Category 2 - 9 to 40 hours	16	2	32
<b><u>Airworthiness Certification</u></b>			
Standard Airworthiness Certificates Issued	20		
Special Airworthiness Certificates Issued	8	9	72
Special Flight Authorizations Issued	4	2	8
Export Airworthiness Approvals Issued			
• Class I	12	1	12
• Class II	4	5	20
<b><u>Appointment of Representatives of the Administrator</u></b>			
DMRS Evaluated for Appointment/Revocation	10	2	20
DARs Evaluated for Appointment/Revocation	8		
ODARs Evaluated for Appointment/Revocation	16		
DAS Appointments Supported	64		
Service Area Total:			568

SAMPLE WORK PRODUCTS AND STAFF HOURS REPORT

Service Area: Other Direct Work

Instructions: This category is designed to capture direct work activity which does not occur on a regular and recurring basis or for which no time fixed standards can be developed, as well as large or complex projects which involve substantially more effort than normally required for most projects of the same type. Examples of the latter might include an original PMA which required over a hundred hours, or a SUP investigation which consumed two weeks of direct work time by several ASIs. Examples of the former "one-time" or special projects might include serving as an NTSB team member for an accident investigation (JTA case II scenario), or conducting a special evaluation. ASI certification specialist time (MIMIS code 869) should also be reported as Other Direct Work.

In the left hand column provide a brief description of each other direct work project to which your staff devoted work hours during the quarter. In the second column list each activity's project control number, and indicate the total number of hours spent on each project during the quarter in the third column. In the right hand column list the approximate number of work hours remaining on those activities which were not completed during the quarter. Add the total quarterly staffing requirements and enter the amount in the totals row at the bottom of the page.

Project Title and Description	Control Number	Current Quarter	
		Staffing Requirements	Tie Remaining
		on Project (Hrs)	(Hrs)
A. Acme Engines, Ltd. - Special Evaluation	1753	90	30
B.			
C.			
D.			
E.			
Other Direct Work Total:		90	30

## **SAMPLE WORK PRODUCTS AND STAFF HOURS REPORT**

### **Total Direct Work Hours**

Instructions: Enter the service area totals for each of the four categories of direct work as indicated below, and add the figures **to obtain your organization's total** direct work hours for the quarter.

<u>Service Area</u>	<u>Current Quarter Staffing Requirements (Hrs)</u>
Continued Operational Safety	686
Regulatory Policy Development	196
Certifications, Approvals, Appointments	568
Other Direct Work	90
<b>Total Direct Work Hours:</b>	<b>1540</b>

### **Average On-Board Staffing**

Instructions: Determine the average number of **ASIs** on your staff during the quarter by dividing the total weeks worked by all **ASIs** by **12** or **14**, depending on whether the quarter is defined **(by AIR-500)** as 6 or 7 pay periods. Do not include weeks worked by managers or administrative support **staff**. On the second line indicate the number of first-line supervisors in your office who directly oversee the work of **ASIs (MIDOs only)**. Round all figures to whole numbers.

Aviation Safety Inspectors	5
<b>MIDO</b> First-Line Supervisors	1

**SAMPLE WORK PRODUCTS AND STAFF HOURS REPORT****Total Direct Work Hours**

Instructions: Enter the service area totals for **each** of the four categories of direct work as indicated below, and add the figures to obtain your organization's total direct work hours for the quarter.

<u>Service Area</u>	<u>Current Quarter</u> <u>Staffing</u> <u>Requirements</u> <u>(Hrs)</u>
Continued Operational Safety	686
Regulatory Policy Development	196
Certifications, Approvals, Appointments	568
Other Direct Work	90
<b>Total Direct Work Hours:</b>	<b>1540</b>

**Average On-Board Staffing**

Instructions: Determine the average number of **ASIs** on your staff during the quarter by dividing the total weeks worked by all **ASIs** by **12** or **14**, depending on whether the quarter is defined (by **AIR-500**) as 6 or 7 pay periods. Do not include weeks worked by managers or administrative support **staff**. On the second line indicate the number of first-line supervisors in your office who directly oversee the work of **ASIs** (**MIDO**s only). Round all figures to whole numbers.

Aviation Safety Inspectors	5
<b>MIDO</b> First-Line Supervisors	1

**FIGURE 2. AIRCRAFT CERTIFICATION SERVICE  
STAFFING STANDARDS FOR AVIATION SAFETY INSPECTORS (MANUFACTURING)**

**SAMPLE STAFFING REQUIREMENTS REPORT**

Reporting Organization: **ACE-MIDO-01** Fiscal Year: **92**  
Preparer: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Service Area: Continued Operational Safety**

Work Measure	Time Standard	Completed Work Product	Current Year		Staffing Forecast FY 93		Staffing Forecast FY 94		Staffing Forecast FY 95	
			Staffing		Staffing		Staffing		staffing	
			Requirements	Completed	Requirements	Completed	Requirement	Completed	Requirements	Completed
			(Hrs)	Work Products	(Hrs)	Work Product	(Hrs)	Work Product	(Hrs)	Work Product
			(Hrs)	Work Products	(Hrs)	Work Product	(Hrs)	Work Product	(Hrs)	Work Product

**Production Approval Supervision,**

**Production Certificate/AFIS Authorization**

Holders Supervised

° Category 1 - 1 to 16 hours per year	8					1	8	1	8
° Category 2 - 17 to 80 hours per year	40	2	80	2	80	2	80	a	80
° Category 3 - 81 to 300 hours per year	150	1	150	1	150	1	150	1	150

**Technical Standard Order Approval**

Holders Supervised

° Category 1 - 1 to 4 hours per year	3	4	12	3	9	3	9	3	9
° Category 2 - 5 to 16 hours per year	10	3	30	4	40	4	40	4	40
° Category 3 - 17 to 80 hours per year	32								

**Parts Manufacturer Approval Holders**

Supervised

° Category 1 - 1 to 4 hours per year	3	13	39	15	45	17	51	19	57
° Category 2 - 5 to 16 hours per year	9	10	90	12	108	14	126	16	144
° Category 3 - 17 to 80 hours per year	32	3	96	4	128	5	160	6	192



## SAMPLE STAFFING REQUIREMENTS REPORT

Work Measure	Current Year			Staffing Forecast FY 93		Staffing Forecast FY 94		Staffing Forecast FY 95	
	Staffing			Staffing		Staffing		Staffing	
	Time	Completed	Requirements	Completed	Requirements	Completed	Requirements	Completed	Requirements
	Standard	Work Products	(Hrs)	Work products	(Hrs)	Work Product	(Hrs)	Work Product	(Hrs)
<u>Production Approval Supervision</u>									
Priority Suppliers Supervised									
° Category 1 - 1 to 4 hours year	2	4	8	4	8	5	10	5	10
° Category 2 - 5 to 16 hours year	8	1	8	1	8			1	8
° Category 3 - 17 to 80 hours year	48	2	96	2	96	2	96	1	48
<u>Evaluations</u>									
ACSEP Evaluations Conducted									
° Category 1	32	18	576	20	640	22	704	25	800
° Category 2	60	13	780	15	900	17	1020	20	1200
° Category 3	100	1	100	2	200	3	300	5	500
Principal Inspector Evaluations Conducted	6	22	132	22	132	24	144	24	144
<u>Service Difficulties</u>									
Service Difficulties Investigated	32	3	96	3	96	3	96	3	96
Accident/Incident Investigations Supported	24	1	24	1	24	1	24	1	24
Responses to NTSB Recommendations Prepared	40								
Responses to NTSB Recommendations Reviewed	12								
<u>Enforcement</u>									
Administrative Actions Prepared	32	11	352	11	352	12	384	14	448
Civil Penalty Actions Prepared	64	3	192	2	128	2	128	3	192
Administrative Actions Completed	8								
civil Penalty Actions Completed	16								

**STAFFING REQUIREMENTS REPORT**

Work Measure	Current Year		Staffing Forecast FY 93		Staffing Forecast FY 94		Staffing Forecast FY 95	
	Staffing		Staffing		Staffing		Staffing	
	Time	Completed	Requirements	Completed	Requirements	Completed	Requirements	Completed
	Standard	Work Products	(Hrs)	Work Products	(Hrs)	Work Product	(Hrs)	Work Product
<b>Supervision and Renewal</b>								
DMIRs Supervised	12	63	756	70	840	75	900	85
DARs Supervised	16	8	128	10	160	12	192	15
ODARs Supervised	20							1020
<b>Other Activities</b>								
Responses to External Inquiries Completed	8	59	472	60	480	60	480	60
NASIP Inspections Supported	40							480
Suspected Unapproved Parts Reports Investigated.	40	14	560	15	600	10	400	5
Hotline Reports Investigated	40	2	80	2	80	2	80	2
								200
<b>Service Area Total:</b>			4857		5304		5582	6170

SAMPLE STAFFING REQUIREMENTS REPORT

Service Area: Regulatory Policy Development

Work Measure	Current Year		Staffing Forecast FY 93		Staffing Forecast FY 94		Staffing Forecast FY 95	
	Staffing		Staffing		Staffing		Staffing	
	Time Standard	Completed Work Products	Requirements (Hrs)	Completed Work Products	Requirements (Hrs)	Completed Work Product	Requirements (Hrs)	

Regulations Development

Exemptions Granted or Denied	55								
Petitions for Rulemaking Evaluated	120								
Draft Regulations Reviewed	16	4	64	3	48	3	48	3	48

Policy Development

Advisory Circulars Issued									
◦ short	200								
◦ long	320								
FAA Orders Issued									
◦ short	200								
◦ long	320								
Notices Issued	90								
Draft Policy Documents Reviewed	16	16	256	15	240	15	240	15	240
Policy Development Teams Supported	80	2	160	3	240	41	320	5	400

Standardization

Procedural/Technical Guidance Issued	8								
International Standardization Meetings Attended	120								
International Regulatory Proposals Evaluated	80								
Bilateral Assessments Conducted	120								
International Training Sessions Conducted	80								

SAMPLE STAFFING REQUIREMENTS REPORT

Work Measure	Current Year		Staffing Forecast FY 93		Staffing Forecast FY 94		Staffing Forecast FY 95	
	Staffing		Staffing		Staffing		Staffing	
	Time Completed	Requirements	Time Completed	Requirements	Time Completed	Requirements	Time Completed	Requirements
	Standard	Work Products (Hrs)	Standard	Work Products (Hrs)	Standard	Work Product (Hrs)	Standard	Work Product (Hrs)
<b>Standardization</b>								
Bilateral Agreements Reviewed		40						
Working Procedures Negotiated	2	120	2	120	3	180	3	180
Aircraft Certification Standardization Workshops Attended		32						
Intradirectorate Meetings (standardization purposes) Attended	8	56	8	64	9	72	10	80
Work Measure Total:		656		712		860		948
Rulemaking Projects Total:								
Service Area Total:		656		712		860		948

# SAMPLE STAFFING REQUIREMENTS REPORT

Rulemaking Projects:

Instructions: Indicate in the left hand column the project title and control number for each rulemaking project worked on by members of your staff during the fiscal year. All **projects** to which your staff devoted work hours during the year should be listed, regardless of **when** they began or whether or not they were completed. List the relevant -FAR section(s) for each project in the second column of the worksheet. In the third column report the total staff hours devoted to each project during the fiscal year, and also indicate the approximate number of work hours remaining for those rules which were not completed. Indicate the expected distribution of these remaining hours over the next three fiscal years. Add the total staffing requirements (**hours**) for each fiscal year and enter in the totals row at the bottom, and in the "Rulemaking Projects Total" row on the previous page.

Project Title and PCN	Current Year		Staffing Forecast		Staffing Forecast		Staffing Forecast	
	FY 93		FY 94		FY 95		FY 95	
	Time		Time		Time		Time	
	FY Staffing	Remaining	FY Staffing	Remaining	FY Staffing	Remaining	FY Staffing	Remaining
FAR	Requirements	on Project	Requirements	on Project	Requirements	on Project	Requirements	on Project
ection(s)	(Hrs)	(Hrs)	(Hrs)	(Hrs)	(Hrs)	(Hrs)	(Hrs)	(Hrs)

A. Not Applicable

B.

C.

D.

E.

Rulemaking **Projects** Total:

# SAMPLE STAFFING REQUIREMENTS REPORT

Service Area: Certifications, Approvals, Appointments

Work Measure	Current Year		Staffing Forecast FY 93		Staffing Forecast FY 94		Staffing Forecast FY 95	
	Staffing		Staffing		Staffing		Staffing	
	Time Standard	Completed Requirements Work Products (Hrs)	Completed Requirements Work Products (Hrs)	Completed Requirements Work Product (Hrs)	Completed Requirements Work Product (Hrs)	Completed Requirements Work Product (Hrs)	Completed Requirements Work Product (Hrs)	

## Production Approvals

Original PC/APIS Applicants Evaluated	300			1	300				
Original TSOA Applicants Evaluated	32	3	96	2	64	3	96	2	64
Original Parts Manufacturer Approvals Issued	24	5	120	5	120	5	120	5	120
Amended/Revised Production Approvals Issued									
o Category 1	4	44	176	45	180	48	192	50	200
o Category 2	12	15	180	15	180	15	180	20	240
o Category 3	32	2	64	1	32	1	32	2	64

## Design Approvals

Type Inspection Reports Completed	60	2	120	2	120	2	120	3	180
Supplemental Type Inspection Reports Completed	24	21	504	25	600	25	600	25	600
Conformity Inspection Requests Completed									
o Category 1 - 1 to 8 hours	4	48	192	50	200	45	180	40	160
o Category 2 - 9 to 40 hours	16	9	144	10	160	8	128	5	80

## Airworthiness Certification

Standard Airworthiness Certificates Issued	20	12	240	10	200	8	160	6	120
Special Airworthiness Certificates Issued	8	52	416	50	400	50	400	50	400
Special Flight Authorizations Issued	4								
Export Airworthiness Approvals Issued									
o Class I	12	3	36	3	36	2	24	2	24
o Class II	4	20	80	30	80	15	60	15	60

## SAMPLE STAFFING REQUIREMENTS REPORT

Work -Measure	Current Year		Staffing Forecast FY 93		Staffing Forecast FY 94		Staffing Forecast FY 95	
	Staffing		Staffing		Staffing		Staffing	
	Time	Completed Requirements	Completed Requirements	Completed Requirements	Completed Requirements	Completed Requirements	Completed Requirements	Completed Requirements
	Standard	Work Products (Hrs)	Work Products (Hrs)	Work Products (Hrs)	Work Product (Hrs)	Work Product (Hrs)	Work Product (Hrs)	Work Product (Hrs)

Appointment of Representatives of  
the Administrator

DMIRS Evaluated for Appointment/Revocation	10	13	130	18	180	20	200	22	220
DARS Evaluated for Appointment/Revocation	8	1	8	2	16	2	16	3	24
ODARS Evaluated for Appointment/Revocation	16								
DAS Appointments Supported	64								
Service Area Total:			2506		2868		2508		2556

## SAMPLE STAFFING REQUIREMENTS REPORT

## Service Area: Other Direct Work

Instructions: This category is designed to capture direct work activity which does not occur on a regular and recurring basis or for which no time fixed standards can be developed, as well as large or complex projects which involve substantially more effort than normally required for most projects of the same type. Examples of the latter might include an original **PMA** which required over a hundred hours, or a SUP investigation which consumed two weeks of direct work time by several **ASIs**. Examples of the former "one-time" or special projects might include serving as an **NTSB** team member for an accident investigation (**JTA** case **II** scenario), or conducting a special evaluation. **ASI** certification specialist time (**MIMS** code **869**) should also be reported as Other Direct Work.

In the left hand column provide a brief description of each Other Direct Work project to which your staff devoted work hours during the fiscal year. In the second column list each activity's project control number, and indicate the total number of hours spent on each project during the fiscal year. In the Time Remaining column, list the approximate number of work hours **remaining on** those activities which were not completed during the fiscal year. Indicate the expected distribution of these remaining **hours** over the next three fiscal years. Add the total staffing requirements (hours) for each fiscal year and enter the amount in the totals row at the bottom of the page.

Project Title and Description	PCN	Current Year		Staffing Forecast FY 93		Staffing Forecast FY 94		Staffing Forecast FY 95	
		Time		Time		Time		Time	
		FY Staffing, Remaining Requirements on Project	FY Staffing, Remaining Requirements on Project	FY Staffing, Remaining Requirements on Project	FY Staffing, Remaining Requirements on Project	FY Staffing, Remaining Requirements on Project	FY Staffing, Remaining Requirements on Project	FY Staffing, Remaining Requirements on project	FY Staffing, Remaining Requirements on project
		(Hrs)	(Hrs)	(Hrs)	(Hrs)	(Hrs)	(Hrs)	(Hrs)	(Hrs)
A. Slow Learner Fuel Valves - Original <b>PMA</b>	1693	120							
B. Acme Engines, Ltd. • Special Evaluation	1753	90	30	30					
C. <b>ASI</b> Certification Specialist (50% time)	MIMIS 869					772		772	
D.									
E.									
Other Direct Work Total:		210		30		772		772	



SAMPLE STAFFING REQUIREMENTS REPORT

Total Direct Work Hours

Instructions: Enter the service area totals for each of the four categories of Direct Work as indicated below, and add the figures to obtain your organization's total Direct Work Hours for the fiscal year. Enter the total Direct Work Hours figure on line 1 of page 11.

Service Area	Current Year Staffing Requirements (Hrs)	Forecast FY 93 Staffing Requirements (Hrs)	Forecast FY 94 Staffing Requirements (Hrs)	Forecast FY 95 Staffing Requirements (Hrs)
Continued Operational Safety	4857	5304	5582	6170
Regulatory Policy Development	656	712	860	948
Certifications, Approvals, Appointments	2506	2868	2508	2556
Other Direct Work	210	30	772	772
Total Direct Work Hours:	8229	8914	9722	10446

Average On-Board Staffing

Instructions: Determine the average number of ASIs on your staff during the fiscal year by dividing the total weeks worked by all ASIs by 52. Do not include weeks worked by managers or administrative support staff. On the second line indicate the number of first-line supervisors in your organization who directly oversee the work of ASIs (MDOs only). Round all figures to whole numbers. For the out years, indicate your anticipated ASI and first-line supervisor staffing levels.

Aviation Safety Inspectors	5	5	6	6
MIDO First-Line Supervisors	1	1	1	1

# SAMPLE STAFFING REQUIREMENTS REPORT

## Staffing Requirements Calculation

	Current Year	Forecast FY 93	Forecast FY 94	Forecast FY 95
1. Total Direct Work Hours (enter figure from page 10)	8,229	8,914	9,722	10,446
2. MIDO Supervisory Direct Work Offset (multiply number of first-line supervisors by 4 17)	417	417	417	417
3. Adjusted Total Direct Work Hours (subtract line 2 from line 1)	7,812	8,497	9,305	10,029
4. Indirect Work Allowance (MIDO - divide line 3 by .74; MIO/HQ - divide line 3 by .56)	10,557	11,482	12,574	13,553
5. Travel Allowance (Multiply number of ASIs by the appropriate travel factor listed below)	1,350	1,350	1,620	1,620
6. Total Organizational Workload (Add line 5 to line 4)	11,907	12,832	14,194	15,173
7. Total ASI Staffing Requirements (divide line 6 by 2087)	6	6	7	7
8. Average FY ASI Staffing (enter figure from page 10)	5	5	6	6
9. Expected vs. Actual Staffing (subtract line 7 from line 8)	-1	-1	-1	-1

### Travel Factors

ACE MIDOs 270  
 ANE MIDOs 300  
 ANM MIDOs 80  
 ASW MIDOs 200  
 All MIOs 80  
 AIR-200 400  
 AIR-300 100

### Current Year

Authorized FY Staf 5  
 Funded FY Staffin 5  
 Actual End FY Staf 5

139649A  
 11/1/95  
 2

5/17/95

Figure 3

**INDIRECT WORK ALLOWANCE**

Indirect work is defined as activity which generally results in no specific identifiable output or product, may be occasional or irregular in nature, or is performed in support of direct work activities. The charts below list the four categories of indirect work identified for Aviation Safety Inspectors (Manufacturing) at the MIDO, MIO, and HQ levels; provide category definitions and examples of the kinds of activities included in each; and indicate the percentage of overall work time allocated to each category of indirect work.

MIDO INDIRECT ALLOWANCE		
Category	Definition	% Allowance
Assistance	Support to other FAA offices in accomplishing their missions; AFS for field approvals, repair station audits; ACO for special certification reviews; Regional counsel for litigation activities	3.0
ACRP Support	Participation in professional society programs; internal or national evaluations; process improvement action teams (PIATs); informal inquiries; project SMART activities	3.0
Leave	Leave of any kind (annual, sick, leave without pay, military, court, administrative), including holidays	15.0
Training	Non-technical and technical training (except managers' training), including technical workshops	5.0
TOTAL ALLOWANCE:		26.0

MIO/HQ INDIRECT ALLOWANCE		
Category	Definition	% Allowance
Assistance	Budget administration, training program management, Division level representation, requirements coordination; liaison with AFS, ACS, and other FAA elements; support to Regional, agency counsel for litigation activities; technical/program meetings, briefings, and instruction; field office liaison	12.0
ACRP Support	ACSEP scheduling and coordination; analysis and review of evaluation results; designee, project, and workload information management; service difficulty and airworthiness directive review; informal inquiries; project SMART activities; internal or national evaluations; aviation industry liaison	12.0
Leave	Leave of any kind (annual, sick, leave without pay, military, court, administrative), including holidays	15.0
Training	Non-technical and technical training (except managers' training), including technical workshops	5.0
TOTAL ALLOWANCE:		44.0

